

Pandemic Flu Summit Breakout Session, ISSUES

The following are Baseline Issues, requests, suggestions or descriptions (Identify, Develop, Conduct, etc...) to be addressed by ALL communities, agencies, private sector entities or individuals in preparing for possible influenza epidemic or pandemic. While considering, please identify the group which should be tasked for developing specific items. Please familiarize and use this as a guide:

- Update Continuity of Operations / Continuity of Government Plan(s).
 - Succession Planning prepare for deaths/permanent workforce shortages
 - Identify essential services. How will you identify essential services; how will you prioritize? Others may be shut down until post-event.
 - Plan to operate with up to a 25% absentee rate for staff
 - Assure cross-training for essential skills and positions
 - Develop Job Aids and policies for staff willing and able to work in essential service areas who normally work in areas shut down during the event.
 - Develop just in time training aids for essential services, and expedite credentialing if necessary
 - Vaccine and antiviral issues
 - Identify specific persons who should receive vaccine and antivirals on a priority basis, until adequate supplies available. HD should recommend priority groups, not each agency community. How will you implement HD's recommendations? How will you determine eligibility? How can you assist people in receiving the vaccine or anti-virals (clinics at work, time—off)?
 - Develop and communicate policy and procedures on vaccine and antiviral distribution. Will you be able to request or require that certain individuals, who are eligible, take vaccine or anti-virals?
 - Develop telecommuting policies and capability. How can you encourage, prepare for ...
 - Developing telecommuting capability for any essential function that does not require face-to-face interaction or on-site operation of equipment. What face-to-face services do you offer that can be altered to reduce contact?
 - Establish policies to assure that ill employees remain at home What return to work policies can you establish? *Consider that survivors will have immunity.*
 - Consider possibility that schools will be closed
 - Develop policies for employees with children or families requiring elder-care: employees should have alternative care plans, with possibility of agency accommodating children, and possibly elderly, on-site if necessary. How will your agency develop policies; how can you assist employees in developing care plans? May not want to encourage too many people bringing children to work – may increase exposures.

- Work on individual, family, institutional and community readiness programs. How can you assist? What information can be provided to help? What ideas do you have to promote community readiness?
- Focus on self reliance / sufficiency.
 - Develop clear instructions on home supportive care – recommended medical supplies, food should employees or family members become ill. How can you provide information to assist?
 - What people will you use as their primary sources of information; what community partners should be involved; how can messages and dissemination be improved; who are credible spokespersons?
 - Flexible, constantly changing yet consistent
 - Timely
 - In collaboration with VDEM and other state agencies, as well as working closely with state and local health departments
 - Select credible spokespersons and coordinate messages with other agencies' public relations staff.
 - Pre-script public safety / health messages.
 - Partner early (now) with media.
 - Communications systems to reach employees at home (e-mail distribution lists, phone trees). How can these be improved, accessed?
 - Link agency web sites with VDH web site, which also has linkages with federal pandemic influenza web sites
- Develop local Isolation and Quarantine Procedures. What will your role be in ...
 - Collaboration with local and state health departments, including collaboration with law enforcement if enforcement necessary
- What ideas do you have for ... Developing Community “Surge” Plans?
 - Determine alternate care Facilities in each community.
 - Increase hospital capacity.
 - Identify required resources (staff, facilities, equipment, supplies, etc.).
- Conduct infection control measure training and enforce standards in the workplace, within state agencies
 - Hand washing or use of hand sanitizers
 - Cover mouth with coughing
 - Assure employees stay home when ill
 - Address visitation policies in facilities – limit visitation in general or only of ill visitors
- Communities should develop “Snow (Flu)” Day and Public Event Cancellation Policies. Who should make the decision about canceling community events, what information would be needed to make the decision?
- Develop travel guidance for employees, as well as screening of people arriving from affected areas
 - Travel restrictions may be necessary – work closely with health department on travel policies

- Identify agency Incident Commander, establish unified command organization early; assure training of adequate numbers of staff to work in new VEOC and within each agency during emergency

Please identify as many goals and objectives your discipline MUST consider with as many ideas you can describe in the time allotted. How will you continue with your continuing efforts to prepare for a potential Flu Pandemic? The following discipline-specific considerations should be considered, but are not all-inclusive.

Private Sector / Business

1. How to Identify Key Personnel; train replacements; cross-train workforce.
2. How to partner with other private sector businesses (even COMPETITION).
3. How will you contact your workforce?
4. How will you prepare them for the pandemic: Training, Newsletters, etc?
5. Will you look for alternate suppliers, distributors, outsourcing?

Schools K-12

6. Should you close schools? Snow days How will you make the decision about closing schools; what information would you want to make the decision; how much will HD recommendations be considered; how can you combine classes in the event of staff and student absences?
7. Can you tele-educate? Support home schooling? What about working parents?
8. Are Subs trained and regulars prepared to teach cross-grade, cross-discipline?

Universities

9. Do you send the student body home?
10. Will you identify Sick-dorms? Regardless, how do you provide care? How will you continue to provide essential services; how can you reduce exposures on campus – canceling group activities?
11. Can you tele-educate?

Local Government Executives / Administrators

12. Do you have a Community Medical Surge Plan?
13. How do you bring all the players together?
14. How will you maintain law and order?
15. Do you have unified succession of command?
16. Is your support infrastructure capable of “going it alone”?
17. How will you conduct Isolation / Quarantine?

Law Enforcement / Judiciary

18. How will you maintain the peace? How can you ensure community safety at vaccine and anti-viral clinics; what additional training will law enforcement need to deal with the distressed public; how will you prevent theft and looting during potential supply shortages?
19. How will you enforce Isolation and Quarantine? What will your role be in assisting with isolation and quarantine?

20. Do you have a trained, qualified Reserve? Who can assist and provide back-up/surge capability, what training will they need?

21. Have you considered prioritizing effort if you can't do it all? *How will you prioritize services?*

Fire / EMS

22. What's your role in Mass Medical Surge.

23. Is your Mass Casualty Incident (MCI) Plan current, adjusted for this scope?

24. Have you cross-trained Law Enforcement? Who can be cross-trained that won't also have an essential role?

Social Services, Assisted Living Long Term Care Administrators

25. Do you have a plan? Will you enforce "shelter-in-place"? How will you develop a plan, what assistance is needed?

26. Will you shelter? If so, have you ID'd facilities, staff, supplies, equipment?

27. Have you prepared for Special Needs Populations?

Physically and behaviorally disabled

Hearing and sight impaired

Homebound

Disenfranchised / homeless / illegal aliens

Non-English-speaking / illiterate

28. Are you self-sufficient for an extended period?

29. Will you cease visitation?

30. Have you identified excess capacity?

Community Based Volunteer Groups. What will your primary role be during a pandemic?

31. Can you contact your volunteers? Have Redundant Communications?

32. Do you know how to access emergency support?

33. Are you a "SILO" or are you integrated with other volunteer groups?

34. Have you trained?

35. Have you verified professional certifications / licenses?

36. What will your primary role be during a pandemic both collectively as community groups and for your own organization?

37. What are your concerns about supporting a response in your community to a flu pandemic? What would lessen those concerns? Will your volunteers respond? What would facilitate them doing so?

38. How would you structure your response? What different roles would your volunteers fill?

39. Have you verified professional certifications/licenses? How would you screen volunteers in or out?

40. What plans do you need to develop when you leave here?

Risk Communications / Media / Mental Health

41. Are there pre scripted public health, public service announcements?

- 42. Have the media and government coordinated serving the Public?
- 43. Have official spokespersons been identified?
- 44. Are Joint Information Centers established and prepared to deliver current, credible, reliable, true, verifiable information to the public.

Healthcare: Hospitals, PH, MH, Physicians

- 45. Have you participated in Community Medical Surge Planning? What services will you discontinue, how will you prepare for large volumes of patients?
- 46. Have private professional been drafted to support?
- 47. How will mass vaccination / dispensing be accomplished? HD role?
- 48. What are your ABSOLUTE capacities.
- 49. How would you script an Emergency Declaration addressing reduced Standards of Care?